



## LAFAYETTE COUNTY RURAL ADDRESS APPLICATION

**Submit to:** Lafayette County Land Information  
626 Main St, Darlington, WI 53530

OR

**Email:** [landrecords@lafayettecountywi.org](mailto:landrecords@lafayettecountywi.org)

**Fee:** New Address: **\$75.00**  
Replacement Sign: **\$56.00**

**Payable to:** Lafayette County  
Land Information

### TO BE COMPLETED BY APPLICANT

#### NAME & MAILING ADDRESS

Applicant (Agent): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

#### PROPERTY DESCRIPTION

Parcel ID: \_\_\_\_\_

Municipality: Town of \_\_\_\_\_

Section: \_\_\_\_\_ Town: \_\_\_\_\_ N, Range: \_\_\_\_\_ E

Subdivision or CSM: \_\_\_\_\_ Lot: \_\_\_\_\_

**PLEASE CONTACT ME BY:**  Email  Postal Mail

New Address Request  or Replacement Sign Request  Address of Replacement: \_\_\_\_\_

Driveway will be located on the following Road: \_\_\_\_\_

Will driveway access be shared with one or more existing address?  YES  NO

Type of Structure Proposed: \_\_\_\_\_  
(i.e. Residential Home, Commercial Building, Mobile Home, Accessory Building, Campsite, Vacant Land, etc.)

#### PLOT PLAN or MAP

*Please sketch on the back of this application, provide a copy of a professional survey, or print off a map from the County GIS site with both the driveway location and building site clearly marked. Your address number is based on the location that your driveway intersects the main road. Please provide as much information about your driveway location as possible including referencing neighboring driveways, road intersections, or existing buildings. Providing inaccurate information will result in a delay of issuing your rural address and may result in additional fees.*

#### CERTIFICATE

*I, the undersigned applicant, understand that my residential address will be used by local ambulance, fire and law enforcement services to locate my residence in case of an emergency, and by the U.S. Postal Service for the delivery of mail, and when installed, I will not move the sign and will maintain the sign in such a way that it is clearly visible from the public thoroughfare. The information provided above is true and correct to the best of my knowledge.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### FOR COUNTY USE ONLY

**GIS Coordinator Signature:** \_\_\_\_\_ **Date Assigned:** \_\_\_\_\_

**Address Number:** \_\_\_\_\_ **Road:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**ORDER PLACED WITH HIGHWAY**  **PAID**  **CHECK#** \_\_\_\_\_ **CASH**

**NOTES:** \_\_\_\_\_

## ADDRESS APPLICATION WORKFLOW AND SCHEDULE

- 1) The Land Owner completes the application and includes a plot plan or GIS map with their driveway location clearly marked.
- 2) The applicant submits the application along with the associated fee(s) to the Lafayette County Land Information Department. The fee covers the cost of the sign(s), sign post(s) (if needed) and installation.
- 3) The Land Information Department assigns the rural address and forwards the new address on the property owner and all other affected departments including E911.
- 4) Lafayette County orders the new sign. Sometimes new sign orders can take a couple of months before the order is complete and the sign can be installed. If necessary, the Land Owner may erect a temporary sign until the new sign is installed. **Remember to call \*811 to check with Digger's Hotline prior to installing sign posts.**
- 5) Lafayette County Highway Department will install the new sign and sign post if necessary.

## PLOT PLAN

*\*Or you may include a GIS map or professional survey with the driveway and building locations clearly marked).*



A large grid area for drawing a plot plan. The grid is composed of small squares and is intended for the applicant to draw their driveway and building locations. A north arrow is located in the bottom right corner of the grid area.

